

## Co-Curricular Assessment Plan Checklist for Reviewers

### Do NOT submit this form for a Co-Curricular Assessment Plan Update

Co-Curricular Unit:

Primary Author:

*Each year, by May 15, the person responsible for a co-curricular unit should submit a report containing the following information to the assessment committee and the Office of Institutional Effectiveness for review.*

### DIRECTIONS FOR REVIEWERS:

Please review the submitted information and indicate in the right hand column if additional information is needed. Comments may also be noted.

<b>Role or Purpose of the Unit</b> How does the work of your unit carry out, relate to, or support the mission of the University?	
<b>Goals and Learning Outcomes</b> Identify your unit's goals and objectives in relation to the role/purpose of your unit and our University mission.	
<b>Goals and Learning Outcomes</b> How can the unit encourage and support recruitment and retention at the University?	
<b>Performance Indicators</b> How do you know if you have reached your goals or are positively moving toward them?	
<b>Performance Indicators</b> How do you know the quality of your efforts and end results (actual and perceived)?	

<p><b>Metrics and Data</b>                  Identify those performance indicators and what information can be obtained through those indicators.</p> <p>How can you find out how you are doing and how your work is viewed by others?</p> <p>What is the systematic process for obtaining that information?</p> <p>Who or what office is responsible for collecting that data? How often is it collected?</p>	
<p><b>Analysis and Evaluation of Metrics/Data</b></p> <p>What are the mechanisms, processes and timeline for reviewing and analyzing the data?</p> <p>What happens with that information?</p> <p>How is that data used?</p> <p>How is feedback made available and how is it used for continuous improvement of your unit?</p>	
<p><b>Assessment Data</b></p> <p>What Conclusions can be drawn from the assessment data?</p> <p>What recommendation for improvement or modification can be made?</p>	

Assessment Committee member reviewed with \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_\_.